

2016 Presidential Primary – Elections Management Portal (EMP) Addendum

The March 8, 2016 Michigan Presidential Primary requires tracking the voter's ballot selection (Republican, Democratic, or a ballot without a Presidential Primary). This requires temporary changes to certain election and EMP procedures listed below.

Summary of Elections Management Portal changes and procedure:

- **Absent Voter Ballot Application:** approved forms are available from print vendors, online at www.mi.gov/vote, or from the EMP.

MI Absent Voter Ballot Application – March 8, 2016 Presidential Primary
I am a United States citizen and a qualified and registered elector of the County and jurisdiction in the State of Michigan listed below, and I apply for an official ballot, to be voted by me at the above indicated election.

Applicant Registration Information:

First Name M.I. Last Name
Street Address
City MI Zip

1 Complete

2 Check

3 Check

4 Sign

Select ballot type here (required):
☐ Republican Party Presidential Primary Ballot
☐ Democratic Party Presidential Primary Ballot
☐ Ballot without Presidential Primary (if available)
 Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

The reason for my request is (required):
☐ I am 60 years of age or older.
☐ I expect to be absent from the community in which I am registered for the entire time the polls are open on Election Day.
☐ I am physically unable to attend the polls without the assistance of another.
☐ I cannot attend the polls because of the tenets of my religion.
☐ I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.
☐ I cannot attend the polls because I am confined to jail awaiting arraignment or trial.

I certify that I am a United States citizen and that the statements in this absent voter ballot application are true.

Signature

WARNING: You must be a United States citizen to vote. If you are not a United States citizen, you will not be allowed to vote. If you are not a United States citizen, you will not be allowed to vote. If you are not a United States citizen, you will not be allowed to vote.

COMPLETE ONLY IF YOU WANT YOUR BALLOT SENT TO A TEMPORARY ADDRESS (PLEASE PRINT):

SIGN HERE

I certify that I am a United States citizen and I declare the foregoing statement(s) to be true

REQUIRED
If you do not select a ballot type, a ballot will not be issued.

- **Ballot Type:** must be recorded when the ballot is assigned: Republican Party Presidential, Democratic Party Presidential, or Ballot Without Presidential Primary.
- **Lockout:** will default to None; however, clerks whose ballots are numbered in accordance with closed Presidential Primary ballot production standards should select a Lockout of Ballot Style. Ballot types with identical number sequences must leave the Lockout set to None in order to be able to record repeated ballot numbers. For example:

Lockout – By Ballot Style (recommended by BOE)		Lockout – None	
Republican ballots	1001-1500	Republican ballots	1001-1500
Democratic ballots	2001-2500	Democratic ballots	1001-1500
Ballot w/o Presidential Primary	3001-3500	Ballot w/o Presidential Primary	1001-1500

Recording Absent Voter Applications and Ballots

1. Bring up the voter as you normally would to record a ballot
2. Enter the ballot number being sent
3. Enter the date the ballot is being sent
4. Select a Sent Format
5. Select a Presidential Primary Ballot Type (Republican, Democratic, Ballot Without Presidential Primary)
6. Record additional information (address, UOCAVA status...) and click Save

The screenshot shows a web interface for recording ballots. The top section, titled "Ballot Information", contains fields for "Ballot #" (00000001), "Sent" (12/21/2015), and "Sent Format" (radio buttons for In Person, Mail, Fax, Email). Below these are fields for "FWAB Received:" and "Received:". The bottom section, titled "Presidential Primary Ballot Type", has radio buttons for "Republican Party Presidential", "Democratic Party Presidential" (which is selected), and "Ballot Without Presidential Party". At the bottom right are "Save" and "Can" buttons.

MOVE Ballots

The following are instructions for recording MOVE ballots for Military and Overseas voters in accordance with the Presidential Primary changes.

If a Military or Overseas voter indicated ballot type on their absent voter application, process as usual following MOVE ballot procedures found in the [Military and Overseas Voters Manual](#), while also documenting the ballot type selection.

However; if a military or overseas voter requests a ballot sent by postal mail, but has not submitted a ballot type selection, send the voter a special letter (template at the end of this document) with a Republican Party ballot and a Democratic Party ballot. If the jurisdiction is conducting a special election in conjunction with the Presidential Primary, also send a ballot without a Presidential Primary. Follow the steps below to record multiple ballots in QVF:

1. Bring up the voter as you normally would to record a ballot
 - a. If the voter's UOCAVA status is not yet designated as Military or Overseas, please mark it accordingly
2. In the Ballot Number field, enter M1 (M000001) for the first such voter, M2 (M000002) for the second, and so on, to indicate "multiple" ballots
3. Enter the date the ballot is sent
4. Select "Ballot without Presidential Primary" from the Primary Ballot Type section
5. Select a Lockout option
6. Record additional information (address, UOCAVA status, delivery method...) and click Save

Note: A special letter must also be sent to the voter to explain why he or she is receiving multiple ballots. A template for this letter is included at the end of this document.

The electronic MOVE ballot can be generated as usual from the Elections Management Portal to be emailed or faxed to a military or overseas voter. The electronic Move ballot will consist of a single ballot (including presidential candidates for both Republican and Democratic parties, along with any Special Election held in conjunction with the Presidential Primary), voter certificate, and special instructions. Military and overseas voters who do not make a ballot type selection, AND request their ballot be emailed or faxed, should still get the "ET" ballot number designation.

**Suggested Overseas Voter Letter –
Paper Ballot Mailed, No Ballot Selection Received**

DATE

Dear Military or Overseas Voter:

A military or overseas voter who registered to vote in Michigan who submitted an Federal Post Card Application (FPCA) or Absent Voter (AV) ballot request for an election conducted in 2016 is automatically eligible to receive an AV ballot for Michigan's March 8, 2016 presidential primary.

Michigan's March 8, 2016 presidential primary will be conducted as a "closed" primary. Normally, all of Michigan's primaries are "open", meaning that a voter is not required to request a specific party's ballot. **For the March 8, 2016 presidential primary, all voters must indicate if they wish to receive the Republican Party ballot, the Democratic Party ballot or the "no party declaration" special election ballot (if any).** As of this date, we have not received your ballot type selection for the presidential primary. Therefore, we are enclosing both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot. If your city or township of registration in Michigan is conducting a special and/or local election in conjunction with the presidential primary, we are also enclosing a "no party declaration" election ballot.

YOU MAY ONLY VOTE 1 BALLOT! If you wish to vote, you must: 1) mark your ballot choice on the ballot selection form shown below; 2) vote the ballot indicated on the ballot selection form; and 3) return your voted ballot and the completed ballot selection form to the clerk of your city or township of registration in Michigan. Remember: you can only return one of the enclosed ballots. Do not return the ballot(s) you do not vote.

Please feel free to contact this office if you have any questions. [Enter city/township name, clerk's office address, phone number, web/email address – do NOT include clerk's name!]

Detach and return this portion of the letter.

**ABSENTEE VOTER BALLOT SELECTION FORM
March 8, 2016 Presidential Primary**

Please print full name

Residence Address

I am enclosing the ballot type marked below for the March 8, 2016 presidential primary.
(You must mark **one** ballot type by checking a box below.)

MARK ONLY ONE BALLOT TYPE:

- ☐ Republican Party Presidential Primary Ballot
- ☐ Democratic Party Presidential Primary Ballot
- ☐ Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).